

# MADISON COUNTY

## APPLICATION FOR EMPLOYMENT

### AN EQUAL OPPORTUNITY EMPLOYER

The information contained on this form is sought in good faith. It will not be used in any way to discriminate against any applicant for employment in violation of state and federal law.

**IMPORTANT:** Please type or print in ink. You may respond to sections 4 through 7 on separate sheets of paper if all relevant blocks are completed and the same format is followed. On **each** sheet write your name and job title for which you are applying. You may submit a legible photocopied application. If you photocopy your application, leave sections 1, 2, and 3 blank and complete these sections each time you apply. You must sign and date in ink each application you submit. **LATE, INCOMPLETE or UNSIGNED applications will not be considered.**

**PLEASE READ THE JOB VACANCY ANNOUNCEMENT CAREFULLY TO FIND:** (a) what attachments must be submitted (supplement questions, transcript, Employment Preference Form, etc.); (b) where to submit your application; (c) the required special qualifications or licenses; and (d) the closing date for receipt of applications. An application tailored to the position is to your advantage.

Under state and federal law, qualified applicants with disabilities are entitled to **reasonable accommodations**. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed.

**Employment Preference: The Veterans' Employment Preference Act** and the **Persons with Disabilities Employment Preference Act** provide preference in public employment for certain military veterans and people with disabilities or their eligible relatives. An applicant claiming employment preference must complete an Employment Preference Form, available through your local Montana Job Service. The applicant must indicate at the bottom of page one of this application form that the necessary documentation is attached. Contact your local Montana Vocational Rehabilitation Services Office (Department of Public Health and Human Services) for details on obtaining persons with disabilities preference certification. For more information, contact your local Job Service.

1. Name \_\_\_\_\_  
Last First MI.

2. For what position are you applying? (See job vacancy announcement)

Mailing Address \_\_\_\_\_

Department \_\_\_\_\_

City State Zip Code

Position Title \_\_\_\_\_

Phone No. \_\_\_\_\_  
Work Home

Job Location \_\_\_\_\_

Have you ever applied with Madison County before?

☐ YES ☐ NO

3. My signature below certifies that all information on this and all attached pages (checked below) are true, correct and complete to the best of my knowledge and contain no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify me from consideration for employment with the County or, if hired, may be grounds for termination at a later date. Employers may be contacted as references. In the spaces below, I have checked attachments, including those required in the job announcement.

☐ Responses to Supplement Questions

☐ Transcript

☐ Typing/Ten-key Certification

☐ Employment Preference Form/Documentation

☐ Résumé

☐ Additional Employment Experience

☐ Other (specify) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

**4. EDUCATION:** You may respond to this section on a separate sheet of paper (on each sheet write your name and job title for which you are applying) if all relevant blocks are completed and the same format is followed.

High School Name and Address: \_\_\_\_\_

Received Diploma or Equivalency Certificate?    Yes    No    If "No," enter highest grade completed \_\_\_\_\_

College, University, Other Schools & Training Courses Name and Location	Dates Attended	Degree/ Certificate Received?	Degree/ Certificate Date	Major/ Minor Field	Credits Earned- Indicate Quarter or Semester Credits

**5. PROFESSIONAL LICENSES, REGISTRATIONS, OR CERTIFICATIONS** (engineering, medical, CPA, etc.)

Licensing Agency: Name and Location	Type of License	Endorsement/Restriction If applicable	Date Licensed

**6. SKILLS:** List other skills, education, experience and abilities below. You may also include a list of equipment that you know how to use. (If you need more space, continue on an attached sheet of paper.)


**7. EXPERIENCE:** List your work and/or volunteer experience with emphasis on experience that is relevant to the position for which you are applying. **Begin with your present or most recent experience.** Include military service that would help you qualify. You may continue this section on a separate sheet of paper if all the same format is followed. Include your name and the job title for which you are applying on each sheet.

***This information must be completed even if a resume is submitted.***

**Notice to applicants:** Information that you provide on this application is subject to verification. Previous employers may be contacted as references. **Do you want to be informed before we contact your present employer?**    **Yes**    **No**

***Name of Employer***

_____	<b>Your Job Title</b> _____
_____	Dates Employed _____ / _____ to _____ / _____
Address of employer _____	Total Time Employed _____ Yrs _____ Mo
Type of Business _____	Avg. Hrs. Per Week _____
Immediate Supervisor(s) _____	Full-time                  Part-time                  Volunteer
Phone No. _____	

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

***Name of Employer***

_____	<b>Your Job Title</b> _____
_____	Dates Employed _____ / _____ to _____ / _____
Address of employer _____	Total Time Employed _____ Yrs _____ Mo
Type of Business _____	Avg. Hrs. Per Week _____
Immediate Supervisor(s) _____	Full-time                  Part-time                  Volunteer
Phone No. _____	

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## ***Name of Employer***

\_\_\_\_\_

**Your Job Title** \_\_\_\_\_

Address of employer

Dates Employed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Total Time Employed \_\_\_\_\_ Yrs \_\_\_\_\_ Mo

Type of Business \_\_\_\_\_

Avg. Hrs. Per Week \_\_\_\_\_

Immediate Supervisor(s) \_\_\_\_\_

Full-time

Part-time

Volunteer

Phone No. \_\_\_\_\_

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## ***Name of Employer***

\_\_\_\_\_

**Your Job Title** \_\_\_\_\_

Address of employer

Dates Employed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Total Time Employed \_\_\_\_\_ Yrs \_\_\_\_\_ Mo

Type of Business \_\_\_\_\_

Avg. Hrs. Per Week \_\_\_\_\_

Immediate Supervisor(s) \_\_\_\_\_

Full-time

Part-time

Volunteer

Phone No. \_\_\_\_\_

Describe your duties, including knowledge, skills, abilities required, employees supervised, and accomplishments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**To include additional work experience, please make another copy of this page and include with application.**

Please explain periods of unemployment: \_\_\_\_\_

\_\_\_\_\_

**--READ CAREFULLY--**

**Do Not Write On This Page**

**Please make sure all required information is included (see job vacancy announcement).**

- 1. Did you sign and date your application?**
- 2. Have you read the job announcement to see what attachments must be submitted?**
- 3. Have you checked boxes in Section 3 to indicate what attachments you have included?**
- 4. Did you indicate the specific Position Title in Section 2?**
- 5. Did you include a complete address for each employer listed in Section 7?**
- 6. If you are claiming Veterans Employment Preference or Persons with Disabilities Employment Preference, have you completed and attached the Employment Preference Form and Documentation?**
- 7. Did you attach all the application materials required by the vacancy announcement?**

**Submit completed and signed application to:**

**Madison County  
Attn: (department you are applying for)  
PO Box 278  
Virginia City, MT 59755**